

**Opening Date:** August 9, 2019  
**Closing Date:** Open Until Closed  
**Work Location:** Austin  
**Posting Number:** 19-87  
**Monthly Salary:** \$4,023.17 - \$4,500\*  
**Group/Class:** B21/0518  
**Travel %:** 5%  
**Division/Department:** WSI/WUPP/WUPD/Service Boundaries Area  
**Number of Positions:** 1  
**\*Salary will commensurate with experience and qualifications**

**REVISED**

# **JOB VACANCY NOTICE**

## **Public Water Service Area**

### **Boundary Viewer**

#### **Application Administrator**

#### **(Planner III)**

*Texas Water Development Board,  
Stephen F. Austin Building 1700 North Congress Ave.,  
Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation  
requests.  
Phone: (512) 475-2142  
Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com) OR  
[HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)*

### **Veteran's Preference**

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 35F – Intelligence Analyst, OS – Operations Specialist, 21 – Planning, Programming and Budgeting, 3D0X1 – Knowledge Operations Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PlanningResearchandStatistics.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf).

### **Job Description Summary**

Performs highly complex (senior-level) planning and research work including data analyses, application development and technical assistance. Work involves managing the web-based Public Water System Boundary Editor and Viewer (PWS) application as a program administrator, reviewing and maintaining water service area boundaries, planning and coordinating activities with Information Technology (IT) and other program areas for future application development, providing consultative services and customers assistance to internal and external users of the PWS Viewer; writing technical reports; developing innovative ways to disseminate water system related data through the PWS Viewer application; providing technical assistance in developing population and water use estimates and projections for the Regional Water Plans and State Water Plan. May train or supervise others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Water Use and Planning Data Department.

### **Essential Job Functions**

- Serves as a program administrator of the PWS Viewer application; develops and manages the plan for annual application rollover activities and timeline.
- Provides technical assistance to public users and editors of the PWS Viewer application through answering phone calls and emails.
- Reviews, updates, and maintains up-to-date Public Water System service area boundaries submitted by utilities.
- Maintains and updates the user guide and help document for the PWS Viewer.
- Coordinates with Public Utility Commission (PUC) and Texas Commission of Environment Quality (TCEQ) to collect Certificate of Convenience and Necessity (CCN) and district boundaries, water quality and water

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)  
Revised 6/21/2017



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

infrastructure information to be integrated into the PWS Viewer to be used for Drinking Water Infrastructure Need Survey.

- Serves as an inter-program coordinator to develop a process to connect the PWS Viewer to various reports developed by Water Use Survey (WUS), Water Audit, Water Conservation, Regional Water Project Development (RWPD) and to project need and implementation data from SWIFT and State Revolving Fund (SRF) programs.
- Assists in the identification of outreach needs for the state's public water systems with RWPD Outreach Team and develop information through use of the PWS Viewer for developing SRF Programs.
- Consults and collaborates with appropriate staff in various program areas to identify additional functionalities to improve their business process through the PWS Viewer including funding eligibility analysis and data reporting at various spatial resolution.
- Maintains the PWS-Utility-Entity bridge table with the most up-to-dated data from TCEQ, PUC & WUS.
- Provide technical assistance in population and water use estimates and projections for the regional and state water planning processes
- Conducts research and data analysis associated with PWS water use and population changes
- Reviews and assesses population and water use data for assigned Board financial assistance requests for water and wastewater projects for SWIFT and SRF programs.
- Assist in developing the Section's data QC requirements and methodological documentation and in conducting various data QC.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

#### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with a bachelor's degree in Planning, Resource and Environmental Studies, Geography, Public Administration, Geographic Information Systems, Computer Science, Computer Engineering, or related field.
- Five years of work experience with Geographic Information System or relational database.
- Education and related experience may be substituted for one another on a year-for-year basis.

#### **Preferred Qualifications**

- Graduate degree from an accredited college or university with major course work in Planning, Resource and Environmental Studies, Geography, Public Administration, Geographic Information Systems, Computer Science, Computer Engineering, or related field.
- Experience with relational databases, including querying, reviewing, and reporting data.
- Experience of developing mapping application.
- Experience querying data using Microsoft SQL Server Management Studio or Microsoft Access.
- Experience in regional and state water planning in Texas and/or water use or water projection data.

#### **Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to Water Supply & Infrastructure / Water Use, Projections and Planning; and of the principles and practices of public administration.
- Knowledge of research techniques and geographical concepts and their application to data analysis.
- Knowledge of relational databases and skill with data management including editing, querying and generating of reports and graphs.
- Skills in Microsoft Office programs such as Word, Excel and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in solving complex data problems.

## Job Vacancy Notice (cont.)

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- Skills in building data-related reports using software such as Microsoft Access, Crystal Reports, or Microsoft SQL Server Reporting Services.
- Skills in graphical, tabular and geographical presentation of data.
- Skills with ESRI ArcGIS software.
- Skills in organizational, interpersonal and oral and written communication skills.
- Skills in preparing and writing technical reviews and reports.
- Ability to work efficiently in a dependable, organized and productive manner to be able to manage multiple tasks and meet deadlines.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

### **Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.